## Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE DEPARTMENT OF ARCHIVES & HISTORY

Date Received   Application No.   Date Completed	6EORG1A		RECORDS MANAGEMENT DIVISION
Douglas M. Haire  Georgia Department of Public Health 47 Trinity Avenue Atlanta, Georgia  7.ACTION REQUESTED  TISTORY RECORD WILL CONTINUE TO ACCUMULATE.  DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.  8. Intuity State  Obsolete Office Records  Obsolete Office records which are not of any historical, administrative, or legal value to the department.  See attached list.	1 . Application Date		
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12. EQUIPMENT OCCUPIED	No. of Dravers	Cu. Pt. of Records	-	No. of	Dravers		f Records
Letter-size File Drawers			ARRUAL RATE OF ACCUMULATION				
Legal-mise File Drawers			Floor Space Occupied (Square Feet)	. In Off	ice(s)		ge Area(s)
0 - 1 1	440	i."	By Annual Accumulation	This Year's	Last Year's	Preceding Year's	
Open shelves	140	256					
IBM Cards Files	436	145	AVERAGE DAILY REFERENCES			<u> </u>	

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QUESTIONNAIRE Place and	"x" in the proper column. If answer is "YES," please explain	YES	NO
13. Is this the Record (	Copy of the series?	v []	[K]
14. Is there a duplicati	ion of this series in another office or agency?	[]	[X]
15. Is the information of	contained in this series ever summarized or published?	[]	[x]
16. Does the series cont	tain classified information requiring security handling?	. []	[X]
17. Does the series docu	ument policies and procedures of agency's operation or funct	ion? []	<b>[X]</b>
18. Could the function 1	be performed if the files were lost or destroyed?	[X]	[]
19. Is the series (or ma	ajor portion of it) regularly microfilmed? If yes, why?	[]	[X]
20. Does the record seri	ies provide data as input to an EDP file?	[]	[X]
21. Does the record seri	ies contain documentation produced as EDP printout?	[]	k)
22. Is the series affect	ted by Federal or grant funds?	[]	[3]
23. Will there be a need	d for these records 10, 15 years from now? If yes, what?	[]	[x]
a.[]STATE b.[]STATUTE		IISTORICAL VALUE	ı
May be destroyed - of 25. AGENCY RECOMMENDATION of each -[]CALENDAIN A.[]Destroy immediate B.[]Hold in current 2.[]Hold in current D.[]Hold in current E.[]Other	ONS. This agency recommends that the file series be cut off R YEAR -[]FISCAL YEAR -[]OTHER  tely after cut off. rent files areamonth(s)/year(s), then: stroy. []Transfer to records center; holdyear(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder.  stroy after audit (oryear(s) after audit). files area indefinitely. rent files areayear(s), then transfer to Archives per	,the	n:
May be destroyed - of 25. AGENCY RECOMMENDATION of each -[]CALENDAL A.[]Destroy immediate B.[]Hold in current 1 []Destroy 2  3 []Destroy immediate 2  3 []Destroy immediate 2  C.[]Hold in current 2.[]Hold in current 3.[]Hold in current 4.[]Other 4.[]Other 4.[]Other 4.[]Other 5.[]Other 5.[]Other 5.[]Other 6.[]	ONS. This agency recommends that the file series be cut off R YEAR -[]FISCAL YEAR -[]OTHER  tely after cut off. rent files areamonth(s)/year(s), then: stroy. []Transfer to records center; holdyear(s), then: a []Destroy. b []Transfer historical material to Archives; destroy remainder. stroy after audit (oryear(s) after audit). files area indefinitely. rent files areayear(s), then transfer to Archives per y rationale for recommendations above/or write additional re-	,the	n:
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